

Supervisor Certification - DD Form 1556

Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 3** Financial Management Functions **Enter**
- 8** Training **Enter**
- 5** Supervisor's DD1556 Certification **Enter**

You will be at Screen 9.10A.

The screenshot displays a terminal window titled "VCOMNET - ESIGM6R" with a status bar at the bottom showing "v2.1.7". The main content area is titled "SUPERVISOR DD1556 CERTIFICATION" and shows the following data:

DD1556 REF NO: 6M4M0002 EMP ID NO: DAVIP0425 NAME: PAULETTE DAVIS 9.10A
ORGANIZATION: M4M0200 NAVIGATION/MAINTENANCE BRANCH VENDOR: CEHNC
CORPS COURSE?: Y COURSE COST: 850.00 JOB SERIES: GRADE: 12
COURSE TITLE: TRAIN001 COST-REIMBURSE CONTR
TRAINING START: 13-MAY-96 END: 17-MAY-96 COURSE HRS - DUTY: 8 NON-DUTY:

TRAINING OFFICER:	DATE	OBLIGATED SERVICE
JACKIE SNEED	Certified on 09-JUL-96	FROM:
TITLE	PHONE	TO :
TECHNICAL TRAINING INSTRUCTOR	205-722-	

SUPERVISOR:	DATE	REMARKS
SHEREE HARNESS	Certified on 08-JUL-96	
TITLE	PHONE	
TECHNICAL TRAINING INSTRUCTOR	205-722-	

TRAINEE:	DATE
PAULETTE DAVIS	Certified on 08-JUL-96
TITLE	PHONE
TECHNICAL TRAINING INSTRUCTOR	205-722-

PURCHASE REQUEST NO: 1XDE0961918447 PR LINE ITEM NO: 1
<PGDN> DD1556 <END> COMMIT <F10> EXIT/RETURN <F2> QUERY
<TAB> to certify, <F2> to enter query, or <F4> to list.
Count: 4 ^ v <Replace>
1Edit 2Ans DDo EEcho HHelp PPrint W--SO/132 XExit -VT220- Alt+F10Exit

The screen will be populated with the first of all existing DD Form 1556s. Press **F4** for a list of 1556s available for supervisor certification. **Down arrow** to select the appropriate DD Form 1556. Or, press **F2** to query a specific form. Type the **DD Form 1556 Number**, and press **F3** to execute the query.

Press **Tab** to certify.

The screen will populate with a window stating, "I certify this training is job related and the nominee meets the prerequisites."

Certify?

Enter **Y** to certify, **N** to Decertify, or **W** to Waive Requirements.

Press **Enter** to accept the system date or type in the date in the format **DD-MON-YYYY**.

Remarks

Press **Enter** to access the remarks screen. Type in remarks and press **Enter**. Press **End** three times.

If the trainee has not certified the DD Form 1556, a window will populate “*The trainee has not certified this DD Form 1556. Will you ensure that the required signatures are present on the manual DD Form 1556?*” Press **Y** and **Enter**.

“Are you finished entering?” Press **Y** and **Enter**.

Press **F10** to exit to menu.

Completing Course Evaluation - Supervisor

Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

3 Financial Management Functions **Enter**

8 Training **Enter**

9 Supervisor's Course Evaluation **Enter**

You will be at Screen 9.10.3

VCOMNET - ESIGMGR

v2.1.3 SUPERVISOR TRAINING EVALUATION 9.10.3

TRAINING REF NO: 6M4M0002

EMPLOYEE ID: DAVPO425

COURSE TITLE: TRAIN001

OBJECTIVE: LEARN CEFMS TRAINING MODULE

TRAINING START DATE: 13-MAY-96 END DATE: 17-MAY-96

COURSE HOURS - DUTY: 8 NON DUTY:

< PART III >

ACTUAL TRAINING START DATE: END DATE:

ACTUAL COURSE HOURS - DUTY: 8 NON DUTY: 0

HAVE YOU DISCUSSED THIS COURSE AND ITS APPLICATION TO THE JOB WITH THE EMPLOYEE? Y

WHERE THE OBJECTIVES OF THE TRAINING ACHIEVED? Y

ADDITIONAL COMMENTS: NONE

SUPERVISOR SIGNATURE: DATE: 16-JUL-96

SUPERVISOR TITLE:

<PGDN> DD1556 <F4> LIST <END> COMMIT <F10> EXIT/RETURN

<F2> to query or <F4> to list.

Count: 4 ^ v <Replace>

1Edit 2Ins DDe EEcho HHelp PPrint W-BU/132 XExit -VT220- Alt+F10Exit

Press **F4** for a list of DD 1556s for evaluation. Supervisor may **arrow down** to select the appropriate DD 1556, or press **F2**, query on the appropriate **DD 1556 number**, press **F3** to execute the query. Press **Enter** to select.

The screen will populate with the training form questionnaire.

Actual Training Start and Training End Dates

Enter the training start and end dates in the format **DD-MON-YYYY** if different from the DD Form 1556. Press **Enter**.

Actual Course Hours

Enter the hours if different from the DD Form 1556. Press **Enter**.

Have You Discussed This With Employee?

Enter **Y** or **N**. Press **Enter**.

Were The Objectives Met?

Enter **Y** or **N**. Press **Enter**.

Additional Comments

Type additional evaluation comments if any, and press **End**. Press **End** again to save.

Press **End** to commit. Supervisor Signature, Date and Title blocks will populate. Press **Enter** to acknowledge system message.

Press **F10** to exit to menu.

Purchase Requests and Commitments

Hitchhiker's Guide to CEFMS

Technical Approval of PR&Cs

Due to regulatory and/or policy requirements, some PR&Cs will need to undergo technical approval before the CEFMS process can be completed. This technical approval is the result of the Resource Code chosen on the line items.

To complete the Technical Approval, the user must have that permission set in the Access Control Table, Screen 10.1, and then be linked to the Resource Code (see your Database Administrator for assistance).

To Technically Approve a PR&C

The Technical Approver of a Resource Code for a PR&C, will be notified with the message "You have mail" from the Unix mail system at logon. At the Unix prompt (%) type **mail** to get a listing of messages. If there are more than one mail message, type the number of the message to display that message. Be sure to make a note of the PR&C number. After reading the mail, type **q** or **quit**. Log into CEFMS at the UNIX (%) prompt with the **fms** command. Follow the screen navigation for the proper PR&C type you need to technically approve. In the manual, a contractual PR&C navigation is shown.

From the CEFMS Main Menu, select

- 3** Financial Management Functions **Enter**
- 5** Financial Management **Enter**
- 4** Requests for Goods and Services **Enter**
- 3** Create Purchase Requests **Enter**
- 3** Contractual Purchase Request **Enter**

You will be at Screen 2.34.

VCOMNET - ESIGMGR

v2.1.28 PURCHASE REQUEST CREATE/UPDATE SCREEN 2.34

PURCHASE REQUEST NO: 1XDE0961718415

LAST AMENDMENT NO: 0 QUERIED/NEW AMENDMENT NO: 0 AMND DATE: 19-JUN-1996

PLANNING IND: 1 BUYER CODE: [REDACTED]

PRIORITY CODE: 10 BUYER NAME: [REDACTED]

URGENCY OF NEED: C1 SAACONS SITE ID: [REDACTED] SAACONS STATUS: [REDACTED]

TARGET OBLIGATION DATE: [REDACTED] OBLIGATION REF NO: [REDACTED]

REQUESTING ORGANIZATION: M470000 LOGISTICS MANAGEMENT OFFICE

ORGANIZATION ISSUED TO: M4P0000 CONTRACTING DIVISION

TRAINING FACILITY: [REDACTED]

Ctrl-F1 PR LINE ITEMS Ctrl-F2 GOVERNMENT ORDER

Ctrl-F3 VIEW LINE ITEM SUMMARY Ctrl-F4 VIEW AMENDMENT SUMMARY

Ctrl-F5 TECHNICAL APPROVAL Ctrl-F6 OTHER MISC. PURCHASES

<PGDN> NXT PAGE <F9> CREATE RECORD <END> COMMIT <F10> EXIT

Enter Amendment No. and press <Enter> to create/update or <F2> to enter query.

Count: 3 ^ v <Replace>

1Edit 2Ins DDel EEcho HHelp PPrint W--SO/132 XExit -VT220- Alt+F10Exit

Press **F2** to query. Type in the **PR&C number**, and press **F3** to execute. The screen will populate with the request. Press the **PageDown** key to view the header information and remarks. Press **PageUp** to Screen 2.34.

Press **Ctrl+F1** to view the Line Item. Press the **PageDown** key to view the funding and costing information for the line item. Press **F10** to return to Screen 2.34. If more than one line item, use the **down arrow** key to access the additional items, and use the **PageDown** and **PageUp** keys, as with the Header Information.

If the PR&C meets the appropriate requirements, press **Ctrl+F5**. You will be at Screen 7.47.

VCOMNET - ESIGMGR

v2.1.2 PURCHASE REQUEST TECHNICAL APPROVAL SCREEN 7.47

PURCHASE REQUEST NUMBER: 1XDE0961718415 AMENDMENT NO: 0

NAME: [REDACTED] FINAL APPR: [REDACTED] APPROVAL: [REDACTED]

REMARKS: [REDACTED]

NAME: [REDACTED] FINAL APPR: [REDACTED] APPROVAL: [REDACTED]

REMARKS: [REDACTED]

NAME: [REDACTED] FINAL APPR: [REDACTED] APPROVAL: [REDACTED]

REMARKS: [REDACTED]

NAME: [REDACTED] FINAL APPR: [REDACTED] APPROVAL: [REDACTED]

REMARKS: [REDACTED]

NAME: [REDACTED] FINAL APPR: [REDACTED] APPROVAL: [REDACTED]

REMARKS: [REDACTED]

<DOWN> Next Record <UP> Prev. Record <F10> Exit <CTRL-F10> Menu

FRM-40350: Query caused no records to be retrieved.

Count: *0 <Replace>

1Edit 2Ins DDel EEcho HHelp PPrint W--SO/132 XExit -VT220- Alt+F10Exit

Type **Y** to approve or **D** to disapprove and press **Enter**. Record any remarks in the Remarks field. Press **End** to commit.

To View Technical Approver of a PR&C

Press **F2**, type in the **PR&C number**, and press **F3**. The purchase request will populate the screen. Press **Ctrl+F5** to go to Screen 7.47.

The Technical Approver's name will populate, as well as the date of approval.

Approval Sequence for PR&Cs

Hitchhiker's Guide to CEFMS

The user will be notified with the message "You have mail" from the Unix mail system at login. At the Unix prompt (%) type **mail** to get a listing of messages. If there are more than one mail message, type the number of the message to display that message. Be sure to make a note of the PR&C numbers waiting for approval. After reading all of the mail, type **q** or **quit**. Log into CEFMS at the UNIX (%) prompt with the **fms** command. To complete this process, the user must have Approve PR&C permission in the Access Control Table, Screen 10.1, and be listed as an Approver on the Funding Account. This navigation procedure applies to all PR&Cs, with the exception of Training and Labor Authorizations. Follow the screen navigation in the appropriate sections. The process for approval will be the same as stated below.

From the CEFMS Main Menu, select

- 3** Financial Management Functions **Enter**
- 5** Financial Management **Enter**
- 4** Requests for Goods and Services **Enter**
- 4** Approve/Certify Purchase Requests **Enter**
- 3** PR Approval/Certification **Enter**

You will then be at Screen 2.35.

VCOMNET - ESIGMGR

v2.1.44 PURCHASE REQUEST APPROVAL/CERTIFICATION SCREEN 2.35

PURCHASE REQUEST NO: 1XDE0962398756 AMENDMENT NO: 0

PERIOD: 9701 ORIGINATOR NAME: TRAIN100 SOTRN100

ORIGINATION DATE: 26-AUG-1996

RELEASE DATE: 14-JAN-1997 FOREIGN CURRENCY LINE ITEMS? N

REQUESTED PR AMOUNT: 850.00 REQUESTED AMEND AMT: 850.00

APPROVAL DATE: 14-JAN-1997 APPROVER NAME: TRAIN209 SOTRN209

HAVE APPROPRIATION TIME AND PURPOSE REQUIREMENTS BEEN MET? Y

CERTIFICATION DATE: CERTIFIER NAME:

CERTIFICATION INDICATOR:

<CTRL-F1> PURCHASE REQUEST <CTRL-F2> COMMITMENT <CTRL-F3> FUNDING ACCOUNT
<CTRL-F4> LINE ITEM SUMMARY <CTRL-F5> AMENDMENTS <CTRL-F6> MISC. PURCHASES
<END> COMMIT F10 EXIT CTRL-F10 MENU

Press <F2> then enter the Purchase Request or press <F4> to choose from list.

Count: 1 v <List><Replace>

1PF1 2PF2 3PF3 4PF4 5PF5 6PF6 7PF7 8PF8 9PF9 10PF10 NUMERIC Alt-F10Exit

To enter a query. Press **F2**, type in the desired **PR&C number**, and press **F3** to execute the query, or use the **F4** list screen to view the PR&Cs awaiting approval. Choose one by highlighting the PR&C number using the **down arrow** key, and pressing **Enter** to select.

Basic information, such as the PR&C number, the originator's name, date of origination, and the PR&C amount will populate the screen.

Before actually approving the Purchase Request, there is a variety of information to review. Press the **Ctrl** key along with a specific function key, to access each screen listed.

To view the Purchase Request press the **Ctrl+F1** keys to view the Purchase Request.

You will be at Screen 9.0.

The screenshot displays a terminal window titled "VCOMNET - ESIGMGR" with a sub-header "PURCHASE REQUEST AND LINE ITEM VIEW SCREEN" and a version number "9.0". The screen is filled with text-based data fields. At the top, it shows "v2.1.7". Below this, various fields are populated: "PR NO: 1XDE0962398758", "AMENDMENT NO: 0", "AMENDMENT DATE: 26-AUG-1996", "PRIORITY: 2", "PLANNING IND: ", "GOV. ORDER IND: ", "SAACONS IND: N", "REQUESTING ORG: M4M0100", "OFFICE OPERATIONS BRANCH", "ISSUED TO ORG: M4HR100", "TRAINING BRANCH", "SHIP TO ORG: ", "HRA: ", "DELIVER TO: SOTRNS01 TRAINS01", "LINE ITEM NO: 1", "DESCRIPTION: ATTEND CEFMS TRAINING", "MOA: C1", "ORDERING WI: 001SZV", "MILLWOOD RESIDENT OFFICE", "FUNDING WI: 001SZV", "MILLWOOD RESIDENT OFFICE", "PROJECT: 011240", "MILLWOOD LAKE PROJECT", "RESOURCE: TRAIN001", "COST-REIMBURSE CONTR", "EOR: 2500", "CONSULTING AND OTHER SERVICES", "WORK CATEGORY: 60110", "LOCKS (NO1)", "WORK CAT ELEM: 99998", "FOR CEFMS CIVIL USE ONLY (NO PRODUCT)", "COST TYPE: EXP", "EXPENSE", "RESOURCE PLAN: 1". A table-like section follows with columns "UOM", "QUANTITY", "UNIT PRICE", and "AMOUNT". It lists "U.S. DOLLARS: CU" with a quantity of "1.0000", a unit price of "850.000", and an amount of "850.00". Below this is "FOREIGN CURRENCY:". At the bottom, a navigation bar includes "CTL-F1 TEC/FIN POC", "CTL-F2 1556s", "CTL-F3 APPMS", "<PGDN> FISCAL DATA", and "F10 EXIT". A red banner at the very bottom reads "Enter the purchase request and commitment line item number." Below the banner, it says "Count: *1" and "<Replace>". At the bottom of the screen, a row of function keys is listed: "1PF1 2PF2 3PF3 4PF4 5PF5 6PF6 7PF7 8PF8 9PF9 10PF10 NUMERIC Alt-F10Exit".

This screen will show the details of each Line Item. Use the **down arrow** key for additional Line Items. After reviewing this information, press **F10** key.

If this is an asset or equipment request, press **F10** to exit this screen and go into option **3** at Screen 1.6, query the PR&C (press **F2**, type the **PR&C number%**, press **F3**), and view the Remarks (**PageDown** twice) to verify the fund cite and time requirements before approving this Purchase Request.

After verifying this information, press **F10**.

To view the commitment information (the reserved funds for the Line Items) for the PR&C enter **3** for PR approval/certification and query on your PR&C. Press the **Ctrl+F2** keys to go to the commitment screen (Screen 3.8).

VCOMNET - ESIGMGR

V2.1.3 VIEW COMMITMENT STATUS SCREEN 3.8

PURCHASE REQUEST NO:	1XDE0962398758	LINE NO:	1
FUNDING ACCT NO:	M412493	MGT STRUCTURE:	011240
FUNDING AUTH RECORD:	3123-XX-2457-08	CAT/CLASS/SUBCLASS:	210 RESERVOIRS
COI NO:		FUND TYPE:	D DIRECT FUNDS
FUNDING WORK ITEM:	001SZV MILLWOOD RES1	PRON:	NA
RESOURCE PLAN:	1	BLIN:	NA
DEPARTMENT:	96 CORPS OF ENGINEER	MDEP CODE:	NA NOT APPLICABLE
TRANSFER DEPARTMENT:	NA NOT APPLICABLE	PROJECT CODE:	NA
FISCAL YEAR:	X	LOCATION CODE:	NA
APPROP SYMBOL:	3123 OPERATIONS AND	SELLER CODE:	NA SUB PERIOD: N
APPROP LIMIT:	0000 NO LIMITATION	BAAN:	NA ONE PRCNT: N
CERTIFIED AMT:			
UNOBLIGATED AMT:			
DEOBLIGATED AMT:		0.00	
EXCESS OBLIGATED AMT:		0.00	
COMMITTED AMT:		0.00	

FC: CTRL-F6: View

AMENDMENT REQUEST NO: CERTIFIED AMOUNT:

PGDN NXT BLK - F2 ENTER QUERY - F3 EXECUTE QUERY - F10 EXIT - CTRL-F10 MENU

FRM-40350: Query caused no records to be retrieved.

Count: *1

1PF1 2PF2 3PF3 4PF4 5PF5 6PF6 7PF7 8PF8 9PF9 10F10 NUMERIC Alt-F10Exit

After reviewing this information, press the **F10** key. To view the Funding Account information for the PR&C press the **Ctrl+F3** keys (Screen 2.35.5).

VCOMNET - ESIGMGR

V2.1.44 FUNDING ACCOUNT SUMMARY SCREEN 2.35.5

FUNDING ACCOUNT NO:	M412493
FUNDING WORK ITEM:	001SZV MILLWOOD RESIDENT OFFICE
RESOURCE PLAN NO:	1 ONE PERCENT IND: N
FUNDING AUTH REC:	3123-XX-2457-08 SUBSEQUENT PERIOD IND: N
CUSTOMER ORDER ITEM NO:	NA
APPROPRIATION:	96 NA X 3123 0000
FUND TYPE:	D DIRECT FUNDS
MGT STRUCTURE:	011240 MILLWOOD LAKE
CAT/CLASS/SUBCLASS:	210 RESERVOIRS
PRON:	NA
BLIN:	NA
MDEP:	NA NOT APPLICABLE
PROJECT CODE:	NA
LOCATION CODE:	NA
SELLER CODE:	NA
BAAN:	NA
AUTHORIZED AMOUNT:	500037000000.00
AMOUNT REQUESTED:	6468880.15
AMOUNT APPROVED:	5176633.19
AMOUNT CERTIFIED:	4127881.84
AVAILABLE FOR REQUEST:	500030531119.85
AVAILABLE FOR APPROVAL:	500031823366.81
AVAILABLE FOR CERT:	500032872118.16

<DOWN ARROW> NEXT FUNDING RECORD F10 EXIT

Count: *1

1PF1 2PF2 3PF3 4PF4 5PF5 6PF6 7PF7 8PF8 9PF9 10F10 NUMERIC Alt-F10Exit

The funding information viewed from this screen includes:

Funding Work Item Number

Funding Authorization Information, which would be FAD for Direct FAR-order number for Reimbursable, Fund Type, and Method of Accomplishment

Customer Order Number

Management Structure

Appropriation and Funding Account Number

Dollars: Prior FY, Current FY, Current Month, and Cumulative

Press **F10** to exit.

Another option is to press **Ctrl+F4** to view the line items (Screen PRLIV1). Press **PageDown** to view the Line Item History. Enter **F10** twice to return to the 2.35 approval screen.

VCOMNET - ESIGMGR

V2.1.3 PURCHASE REQUEST LINE ITEM VIEW SCREEN PRLIV1

PURCHASE REQUEST NUMBER: 1XDE0962398758 TOTAL CERT AMOUNT: 0.00

LINE NUMBER	CERTIFIED QTY	CERTIFIED UNIT PRICE	CERTIFIED AMOUNT	FC
1				

<PgDn> Line Item History <Ctrl-F6> Foreign Currency Detail

Up Arrow PRV RECORD Down Arrow NXT RECORD F10 EXIT CTRL-F10 MENU

Count: *1 <Replace>

1PF1 2PF2 3PF3 4PF4 5FS 6F6 7F7 8F8 9FS 10F10 NUMERIC Alt-F10Exit

Another option is to press **Ctrl+F5** to view the PR&C Amendments (Screen PRAV.1). This screen will show the amendment date, status, amendment amount, etc. From this screen, press **PageDown**, to go to the Line Item amendment view screen. Enter **F10** to return to the 2.35 approval screen.

VCOMNET - ESIGMGR

V2.1.4 PURCHASE REQUEST AMENDMENT VIEW SCREEN PRAV.1

PURCHASE REQUEST NUMBER: 1XDE0962398758

TOTAL REQUESTED AMT 850.00 TOTAL APPROVED AMT 850.00 TOTAL CERTIFIED AMT 0.00

AMEND NUM	AMEND DATE	STATUS	AMENDMENT DATE	AMENDMENT AMOUNT
0	26-AUG-1996	APPROVED	14-JAN-1997	850.00

<PgDn> To View Line Items

Up Arrow PRV RECORD Down Arrow NXT RECORD F10 EXIT CTRL-F10 MENU

Count: *1 <Replace>

1PF1 2PF2 3PF3 4PF4 5FS 6F6 7F7 8F8 9FS 10F10 NUMERIC Alt-F10Exit

When ready to approve, from Screen 2.35, simply press the **Enter** key or **Tab** key to go to the field “Have Appropriation Time and Purpose Requirements Been Met?”

The options are to enter a **Y** to approve, **D** to disapprove, or **F1** for help. The help screen will explain the Appropriation Time and Purpose Requirements to you. To approve, enter a **Y**. Press **End** to commit the approval or disapproval. Please note that approval of this field on the PR&C attests concurrence with the type funds used to purchase the goods/services cited on the PR&C. It should also be noted that the use of incorrect funds violates statute and can result in very

serious penalties to the individual responsible for such violations. Comments supporting the appropriateness of funds for both time and purpose should be included in the remarks section of the PR&C. For example, if project funds are used, there should be a statement in the remarks section that the items included on the PR&C are bona fide needs of the current fiscal year and are for the sole use of that project; if Plant Replacement and Improvement Program (PRIP) funds are cited, there should be a statement indicating that the items being purchased support multiple projects and meet other requirements requiring the use of PRIP funds, etc.

NOTE: Individuals responsible for approving/disapproving funds cited on PR&Cs MUST understand the rules applicable to the use of funds. These individuals are the Key Internal Control mechanism in a decentralized funds control environment. If you have questions, contact your Finance and Accounting Officer.

From this point, the PR&C will electronically be forwarded to the F&A Branch for certification. When certification takes place, RM is certifying that funds are available and verifying the funds are proper.

Press **F10** to exit.

To View Certified PR&Cs

Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 3** Financial Management Functions **Enter**
- 5** Financial Management **Enter**
- 4** Requests for Goods and Services **Enter**
- 5** View Purchase Requests **Enter**
- 6** View Certified Purchase Requests **Enter**

You will then be at Screen 2.35.1.

VCOMNET - ESIGMGR

v2.1.1 — PURCHASE REQUEST APPROVAL/CERTIFICATION VIEW SCREEN — 2.35.1

PURCHASE REQUEST NO: 1XDE0961568410 AMENDMENT NO: 0

ORIGINATION DATE: 04-JUN-96 ORIGINATOR NAME: TRAIN100 SOTRN100

RELEASE DATE: 04-JUN-96

REQUESTED PR AMOUNT: 1009000.00 REQUESTED AMEND AMT: 9000.00

APPROVAL DATE: 04-JUN-96 APPROVER NAME: TRAIN100 SOTRN100

HAVE APPROPRIATION TIME AND PURPOSE REQUIREMENTS BEEN MET? Y

CERTIFICATION DATE: 04-JUN-96 CERTIFIER NAME: TRAIN100 SOTRN100

CERTIFICATION INDICATOR: Y

CTRL-F1 VIEW PURCHASE REQUEST CTRL-F2 VIEW COMMITMENT

CTRL-F3 VIEW LINE ITEM SUMMARY CTRL-F4 VIEW AMENDMENT SUMMARY

F2 ENTER QUERY F10 EXIT

Enter Query condition or press F4 to list Purchase Requests.

Count: 1 v <Replace>

1PF1 2PF2 3PF3 4PF4 5PF5 6PF6 7PF7 8PF8 9PF9 10PF10 NUMERIC Alt-F10Exit

From this screen, all certified PR&Cs that have been certified for the Work Item can be viewed..

Press the **F4** key for a list screen to see all the certified PR&Cs.

Press the **down arrow** key to the one you want to view.

Press **Enter** to select. Or, you may perform a query. Press **F2** to query, the entire PR&C number (including the DODAAC code), and press **F3** to execute the query. The information associated with the PR&C will populate the screen.

Other view options available are available by pressing the **Ctrl** key along with specific function key. Press **F10** to exit.

To View PR&C Status

Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 3 Financial Management Functions **Enter**
- 5 Financial Management **Enter**
- 4 Requests for Goods and Services **Enter**
- 5 View Purchase Request **Enter**
- 3 View Purchase Request Status **Enter**

Screen 1.11.1, is a Menu Screen to choose the following types of PR&Cs. Each screen number is 2.35.6

- 3 View PR&C Type
- 4 Labor
- 5 In-House
- 6 Contractual
- 7 Government Order
- 8 Travel
- 9 Training

VCOMNET - ESIGMGR

V2.1.9 VIEW PURCHASE REQUEST STATUS SCREEN 2.35.6

PRAC NO: 1XDE0961718415 PR TYPE: CONTRACTUAL PERIOD: 9701

AMEND NO: 0 RELEASE DATE: 19-JUN-96

REQUESTED PR AMT: 13000.00 REQUESTED AMEND AMT: 13000.00

REQUIRES LOGISTICS APPROVAL? ☒ APPROVED? ☒ REQUIRES TECHNICAL APPROVAL? ☐

SAACONS TRANS DATE: SAACONS STATUS:

	DATE	ID	NAME
ORIGINATOR:	19-JUN-96	SOTRNO100	SOTRNO100 TRAIN100
SUPV APPROVER:	19-JUN-96	SOTRNO100	SOTRNO100 TRAIN100
TECH APPROVER:			
SUPPLY OFFICER:	28-JUN-96	SOTRNO100	SOTRNO100 TRAIN100
CERTIFIER:	20-JUN-96	SOTRNO100	SOTRNO100 TRAIN100

<CTRL-F1> PURCHASE REQUEST LINE ITEM <CTRL-F2> COMMITMENT

<CTRL-F3> LINE ITEM SUMMARY <CTRL-F4> AMENDMENT SUMMARY

F10 EXIT CTRL-F10 MENU

Press <F2> then enter the Purchase Request then press <F3>.

Count: 2

1Edit 2Ans DDo EEndc HHelp PPrint U--SU/132 XExit -VT220- Alt+F10Exit

These screens will show the Purchase Request Number, the PR&C type, originator's name, and date of origination, the requested amount, approval information, any Technical/Logistics approval or disapproval, certification date and ID of employee.

For each of these PR&C types, the following is available::

- * Press F2 key to perform a query.
- * Enter the complete PR&C number.
- * Press F3 to execute the query.

The information will be populated into the correct screen.

After viewing the information, press **F10** to exit.

On each of the screens, additional view options are available:

- * **Ctrl+F1.** Purchase Request (Screen 9.0). For the Labor PR&Cs, you will see the Labor Charge Codes/Total Hours/Monthly Hours/Amount are shown..
- * **Ctrl+F2.** Commitments (Screen 3.8)
- * **Ctrl+F3.** Line Item Summary (Screen PRLIV1)
- * **Ctrl+F4.** Amendment Summary (Screen PRAV.1)

Press **F10** to menu.

Use the PR&C Status screen to check the status of the requests. For contractual purchase requests, option 13 shows that the PR&C has all of the required approvals and has been certified, but

- * The PR&C has ***NO SAACONS Transaction Date and No SAACONS status***; the PR&C was not entered into CEFMS properly. Either your SAACONS Use Indicator is incorrect, or it is issued to an organization other than the Contracting Division.
- * The PR&C has a ***SAACONS Transaction Date but does not have a SAACONS status***; the PR&C is lost. Contact a Contracting Division Team Member assigned to that organization for assistance.
- * The PR&C has a ***SAACONS Transaction Date and a SAACONS status***; it has successfully passed through the CEFMS/SAACONS interface and should have the status of one of the following:
 - * **Open Assign.** The PR&C has been received through the interface and is assigned to Buyer/Contract Specialist for action.

- * **Canceled.** The PR&C has been canceled in SAACONS by the Buyer/Contract Specialist because it should not have come through the interface. There may be some instances where the PR&C should not come to Contracting (for example, a PR&C for Shipping or another organization).
- * **Partially-Awarded.** The PR&C has been partially awarded in SAACONS. This may be true when the PR&C is split between different vendors.
- * **Full Award.** The PR&C has been awarded in SAACONS and there should be an obligation in CEFMS. If the PR&C shows this status, select Option **24** View SAACONS Status from the Requests for Goods and Services Menu. (Navigation **3** press **Enter**, **5** press **Enter**, **4** press **Enter**, **24** press **Enter**.) This option will show the status of your PR&C in SAACONS. To execute a query on the PR&C number (press **F2**, type the **PR&C number%**, press **F3** to execute). Press the **PageDown** key to view the obligation. If the query causes no records to be retrieved, please contact a Contracting Division representative to research the transaction in the database and give an update on the PR&C.

NOTE: It is the responsibility of the manager to check the status of the PR&Cs. It is imperative to keep abreast of the status and notify the Contracting Division Team Member responsible for the purchases if the request gets lost.

Technical Approval of a Customer Order

Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 3 Financial Management Functions **Enter**
- 5 Financial Management **Enter**
- 3 Funding **Enter**
- 4 Customer Order **Enter**
- 5 Technically Approve Customer Orders **Enter**

You will be at Screen 2.13.

The screenshot displays a terminal window titled "VCOMNET - EISGM6R". The screen is divided into several sections. At the top, it shows "v2.1.35" and "CUSTOMER ORDER- ORDER INFORMATION 2.13". Below this, there are two columns of data. The left column contains: "CUSTOMER ORDER NO: 96-0001", "AMENDMENT NO: 00001", "ISSUED TO: M4M0100", "OFFICE OPERATIONS BRANCH", "CESWL-CO-M", "700 WEST CAPITOL", "LITTLE ROCK AR 72203", "APPROVING OFFICER'S NAME: LARRY HOGUE", "APPROVAL DATE: 29-JUL-1996", "CERTIFIED DATE: 29-JUL-1996", and "ORDER EXPIRATION DATE: 30-SEP-1996". The right column contains: "FUND TYPE: A AUTOMATIC REIMBURSEMENT", "ORDER TYPE: E ECONOMY ACT ORDER", "ISSUED BY: CESWT", "TULSA DISTRICT", "CESWT-RM", "P. O. BOX 867", "TULSA", "OK 74121-0061", "GENERAL LEDGER PERIOD: 9701", "CUSTOMER REF NO:", "TITLE: CHIEF OF OPERATIONS", and "TOTAL ORDER AMOUNT: \$ 24000.00". At the bottom, there are navigation instructions: "CTRL-F1 Item List", "CTRL-F9 Routing List", "PGUP Approval", "PGDN NXT PAGE", "<END> COMMIT - F10 EXIT", "Count: *1", and "<Replace>". The very bottom of the screen shows a status bar with various function keys and their corresponding actions: "1Edit 2Fns DDo EEcho HHelp PPrint W-30/132 XExit -VT220- Alt+F10Exit".

To complete this process, the user must have Customer Order Technical Approver permission in the Access Control Table 10.1.

NOTE: *The Technical Approver is the only one who can initiate a decrease in the customer order.*

Customer Order No.

Press **F4** for a list of customer orders and/or amendments to technically approve, and press **Enter** to select.

The screen will populate with the header information for the customer order.

Press **Ctrl+F1** to access the Customer Order Item List (Screen 2.13.4).

You will be at Screen 2.13.4.

VCOMNET - ESIGMGR

v2.1.35 CUSTOMER ORDER - ITEM LIST SCREEN 2.13.4

CUSTOMER ORDER NO: 96-0001 FUND TYPE: A AUTOMATIC REIMBURSEMENT
AMENDMENT NO: 00001 ORDER TYPE: E ECONOMY ACT ORDER

ITEM NO	DESCRIPTION
1	APPLICATION OF BELZONA

CTRL-F3 Item Number Detail

PGUP PRV PAGE - <END> COMMIT - F10 EXIT - CTRL-F10 MENU

Count: *1 <Replace>

1Edit 2Ins DDel EEcho HHelp PPrint W-80/132 XExit -VT220- Alt+F10Exit

Press **Ctrl+F3** to access the Customer Order Item Detail Screen (2.13.5).

You will be at Screen 2.13.5.

VCOMNET - ESIGMGR

v2.1.35 CUSTOMER ORDER - ITEM NUMBER DETAIL SCREEN 2.13.5

CUSTOMER ORDER NO: 96-0001 FUND TYPE: A AUTOMATIC REIMBURSEMENT
AMENDMENT NO: 00001 ORDER TYPE: E ECONOMY ACT ORDER

ITEM NO: 1

DESCRIPTION: APPLICATION OF BELZONA

UNIT OF MEASURE: JB JOB TOTAL CERTIFIED 24000.00

	QUANTITY	UNIT PRICE	TOTAL
PREVIOUS:	0	0.00	24000.00
REVISED:	0	0.00	0.00
AMENDMENT AMT:	0	0.00	0.00
CONUS S&A %:		CONUS S&A %:	

CTRL-F4 Assign Work Items

PGUP PRV PG - PGDN NXT PG - <END> COMMIT - CTRL-F10 MENU

Enter line item number, with leading 0's if desired.

Count: *1 <Replace>

1PF1 2PF2 3PF3 4PF4 5PF5 6PF6 7PF7 8PF8 9PF9 10PF10 NUMERIC Alt-F10Exit

Press **Ctrl+F4** to access the Customer Order Assign Work Item Screen.

You will be at Screen 2.13.7.

VCOMNET - ESIGMGR

v2.1.35 CUSTOMER ORDER - ASSIGN WORK ITEM SCREEN 2.13.7

CUSTOMER ORDER NO: 96-0001 FUND TYPE: A AUTOMATIC REIMBURSEMENT
AMENDMENT NO: 00001 ORDER TYPE: E ECONOMY ACT ORDER
ITEM NO: 1 LINE ITEM TOTAL: 24000.00
LINE ITEM AVAIL: 0.00

COEMIS WORKCODE: 099993 REIMBURSABLE WORK BETWEEN CORPS
WORK ITEM CODE: 1
RESOURCE PLAN: 1 TOTAL CERTIFIED: 24000.00
PREVIOUS: 24000.00
REVISED:
AMENDMENT:

PGUP PRV PAGE PGDN APPROVAL <END> COMMIT F10 EXIT CTRL-F10 MENU

Enter the COEMIS workcode if applicable.
Count: *1 <Replace>
1 Edit 2 Ins 3 Del 4 Echo 5 Help 6 Print 7 W-80/13 8 Exit 9 -VT220- 0 Alt+F10 Exit

Work Item Code

Enter the **Work Item Code** and press **Enter**.

Resource Plan

This will automatically populate with the number of the Baseline or Current resource plan number.

New Amount

Enter the dollar amount for this Work Item and press **Enter**. Press **End**.

Press **PageDown** to move to the Approval Screen.

You will be at Screen 2.13.8.

VCOMNET - ESIGMGR

v2.1.35 CUSTOMER ORDER - ACCEPTANCE SCREEN 2.13.8

CUSTOMER ORDER NO: 96-0001 FUND TYPE: A AUTOMATIC REIMBURSEMENT
AMENDMENT NO: 00001 ORDER TYPE: E ECONOMY ACT ORDER
TECHNICALLY APPROVED: Y 17-JAN-1997 SOTRN100 TRAIN100
FINANCIALLY APPROVED:
ACCEPTING OFFICER: SOTRN100 TRAIN100
TITLE:
TOTAL AMENDED AMOUNT: 0.00 TOTAL ORDER AMOUNT: 24000.00
ADDNL REQUESTED FUNDS:
EXCESS FUNDS:
TARGET OBLIGATION DATE:
DIRECT CITE OBLG DATE:

CTRL-F5 Customer Order Info Screen
CTRL-F9 Routing List
PGDN FINANCING INFO <END> COMMIT F10 EXIT CTRL-F10 MENU

Press <END> to commit.
Count: *1 <Replace>
1 PF1 2 PF2 3 PF3 4 PF4 5 F5 6 F6 7 F7 8 F8 9 F9 10 F10 NUMERIC Alt-F10 Exit

You may press **Y**, **Enter**, and **End** to technically approve.

At this point, an electronic mail message will notify the Financial Approver that a Customer Order is waiting to be processed.

Electronic Signature Capability

Hitchhiker's Guide to CEFMS

CEFMS provides the capability to electronically sign documents. CEFMS uses smartcards to apply an electronic signature to documents. The electronic signature generated by the system is a replacement for the handwritten signature. An electronic signature will provide assurance that a document was signed by an authorized person and that the document was not altered after it was signed.

Your computer must have an Electronic Signature Card Reader and an Adapter Board. The Security Administrator (SA) for your organization must initialize your board after installation. If your SA leaves and/or loses their card (requiring them to get a new card or turn the old one in to the District Security Officer (DSO), you will have to get another SA to deinitialize your board and reinitialize it. (Choose option **7** from the Main Menu, then option **6**).

When you type **fms** and press **Enter** at the Unix prompt (%), you will be logging on to the CEFMS system. CEFMS will recognize if you have a smartcard. The system will prompt you to insert your smartcard into the card reader. The cards must be inserted with the Corps emblem facing up with the arrow pointing toward the card reader. The LITRONIC logo should be facing down. With your thumb on the arrow, insert the card into the card reader. Be sure that CAPS LOCK is off. When the card is inserted properly, the system will prompt you to enter your PIN (personal identification number). Type your **PIN** and press **Enter**. The system will flash several red boxes as it verifies the validity of your signature card.

Notes:

- * Do not remove your card until you exit CEFMS. If you remove the card before the session is over, your card will become locked. If your card is locked, the system will prompt you to enter your PIN and will unlock your card.*
- * If you encounter any error messages while using the electronic signature card, please contact the CEFMS Help Center, your DBA, or the DSO.*
- * It is your responsibility to protect your smartcard to avoid misuse. Never loan your smartcard to anyone, do not disclose your password PIN to anyone, and do not leave your smartcard and/or PIN unattended.*
- * If you suspect that your smartcard or PIN has been compromised or if you have lost your smartcard, contact a DSO immediately.*

Requesting an Electronic Signature Card

Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select
 7 Electronic Signature Functions **Enter**
 3 Request Smartcards **Enter**

You will be at Screen 15.1.

CARD TYPE REQUEST	REQ NUM	REQUEST DATE	SERIAL NO	MAC UID	CARD STATUS	EXPIRE DATE
S SYSTEM ADMINIST	1	09-AUG-96	00001120	fuvhasz1	C	09-AUG-97

SHFT-F5 DELETE REQUEST
F9 REQUEST CARD <END> COMMIT <PGDN> VIEW REQUEST INFO F10 EXIT

Enter card type. U - User, S - System Administrator, D - Security Officer
Count: *1 <Replace>
1Edit 2Ins DDC EEcho HHelp PPrint W-50/132 XExit -VT220- Alt+F10Exit

The Employee ID number of the individual will be populated on screen. There are three types of cards. You will need to specify the type card you are requesting. Enter one of the following: **U** for User card; **S** for a Security Administrator card; or, **D** for District Security Officer card. Press **Enter** after selection. Press **F9** to request, and press **End** to commit.

Press **F10** to exit to the Menu Screen.

The request will be electronically sent to the Smartcard Approver.